



Reward Points

Reward Points view allow user to set reward points scheme to reward customers based on their purchase. Below actions are available under Reward Points:

-  Create new reward points scheme / account
-  Update, delete, view and search for reward points scheme / account

Reward Points

| Code | Name | Points to Issue | For Amount S... | Has Expi... | Days Val... |
|------------|----------------------------|-----------------|-----------------|-------------------------------------|-------------|
| TCS-RW001 | TCS Reward Point 001 | 1 | 1.00 | <input checked="" type="checkbox"/> | 365 |
| TCS-RWSP01 | TCS Reward Point Specia... | 2 | 1.00 | <input checked="" type="checkbox"/> | 60 |

Total 2 records.

Code

Points to Issue

Has Expiry

Valid From

Provision Account

Is Active

Name

For Amount Spent

Days Valid

Valid Till

Expense Account

Create New

Save

Revert

Delete

| Field Name | Description | Mandatory Information |
|-------------------|---|-----------------------|
| Code | Code for reward points scheme | Y |
| Name | Name of reward points scheme | Y |
| Points to Issue | How many point to issue for amount spent | Y |
| For Amount Spent | Amount to spend to earn points | Y |
| Has Expiry | Self-explanatory | N |
| Days Valid | Self-explanatory | N |
| Valid From | Self-explanatory | Y |
| Valid Till | Self-explanatory | Y |
| Provision Account | Account code & name for reward points provision | Y |
| Expense Account | Account code & name for reward points expense | Y |

Create New Reward Points Scheme

1. Click on **"Create New"** button at the bottom right of screen to create new scheme
2. Fill up reward points scheme's information
3. Click on **"Save"** button at the bottom right of screen when done

The screenshot displays the 'Reward Points' management interface. On the left, a table lists existing schemes:

| Code | Name | Points to Issue | For Amount Spent | Has Expiry | Days Valid |
|------------|-----------------------------|-----------------|------------------|-------------------------------------|------------|
| TCS-RW001 | TCS Reward Point 001 | 1 | 1.00 | <input checked="" type="checkbox"/> | 365 |
| TCS-RWSP01 | TCS Reward Point Special 01 | 2 | 1.00 | <input checked="" type="checkbox"/> | 60 |

Below the table, it says 'Selected row 2 from the Total 2 records.'

On the right, a detailed form for creating a new scheme is shown, outlined in red. The form fields include:

- Code:** TCS-RWSP01
- Name:** TCS Reward Point Special 01
- Points to Issue:** 2
- For Amount Spent:** \$51.00
- Has Expiry:** ☒
- Days Valid:** 60
- Valid From:** 01/01/2017
- Valid Till:** 14/01/2017
- Provision Account:** 6290.02 - Provision for Reward Points
- Expense Account:** 3090.03 - Reward Point Expense
- Is Active:** ☐

At the bottom of the form, there are four buttons: 'Create New' (highlighted with a red box), 'Save' (highlighted with a red box), 'Revert', and 'Delete'.

Update Reward Points Scheme Details

1. Double click on reward points scheme to be updated from the records table, it will bring up the details for the selected reward points scheme on the form at the right side of the screen
2. Make change(s) on the reward points information
3. Click on **"Save"** button at the bottom of screen when done
4. Click on **"Revert"** button at the bottom of screen to roll back the changes

Delete Reward Points Scheme

1. Double click on reward points to be deleted from the records table, it will bring up the details for the selected reward points on the form at the right side of the screen
2. Click on **"Delete"** button at the bottom of screen
3. Click on **"Yes"** button on the pop-up window to confirm record deletion

Code: TCS-RWSP01 Name: TCS Reward Point Special 01

Points to Issue: 2 For Amount Spent: \$1.00

Has Expiry: ☒

Valid From: 01/01/2017

Provision Account: 6290.02 - Provision for Reward Points Expense Account: 3090.03 - Reward Point Expense

Is Active: ☐

Buttons: Create New, Save, Revert, **Delete**

View and Search for Reward Points Details

1. Enter search parameter to filter the result, type in the search textfield at the top of the screen

Search bar: [Search Engine]

| Code | Name | Points to Issue | For Amount S... | Has Expi... | Days Val... |
|------------|-----------------------------|-----------------|-----------------|-------------------------------------|-------------|
| TCS-RW001 | TCS Reward Point 001 | 1 | 1.00 | <input checked="" type="checkbox"/> | 365 |
| TCS-RWSP01 | TCS Reward Point Special... | 2 | 1.00 | <input checked="" type="checkbox"/> | 60 |

2. Result can be sorted alphabetically by clicking the fields' columns
3. Double click on reward points to view from the records table, it will bring up the details for the selected reward points on the form at the right side

of the screen

